Schedule No. CITY OF ANNAPOLIS RECORDS RETENTION AND DISPOSAL SCHEDULE M-106 Division: **MANAGEMENT** OFFICE OF FINANCE **INFORMATION TECHNOLOGY** Item Description Retention No. 1. General Correspondence Screen annually and destroy the material that is no longer needed for Original incoming letters, copies of outgoing current business. Retain permanently letters, memoranda, studies, reports, directives, any material that serves to document policies, and other materials related to the origin, development, administration of the agency. accomplishments of the office. Transfer periodically to the Maryland State Archives. 2. Contract and Agreement Records Contract and Agreements related to City Retain for five years, then destroy. electronic data processing equipment and software. 3. **Disaster Recovery Procedures** Retain until superceded, then destroy. Disaster recovery plans and procedures for computer- related operations. 4. **Operations Logs** Backup logs, operation logs and notes, Retain for three years, then destroy. downtime records.

M Saxy Lun Sulick, CA	2/29/00
Department Director	Date
P.Banbe	310/00
City Clerk	Date
Thrank C. Japanfun fr	APR 2 7 2000
Schedule Approved by State Archivist	Date

CITY OF ANNAPOLIS RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No.

m-10%

		m-106
	OFFICE OF FINANCE	Division: MANAGEMENT INFORMATION TECHNOLOGY
Item No.	Description	Retention
5.	Operations Manuals	
	Directions and reference manuals used by computer operations staff.	Retain until superceded, then destroy.
6.	Software Investigation Requests	
	Software change requests.	Retain for three years, then destroy.
7.	Hardware/Software Problem Report	
	Work orders; logs and description of PC and Mainframe computer hardware and software problems.	Retain for three years, then destroy.
8.	Electronic Databases Computer Databases files.	Delete or destroy entire file or individual records when no longer administratively useful.
9.	Security Backup & Recovery	aummistratively useful.
	Backup tapes of data files, program and control files.	Retain off-site until replaced or superceded, then destroy.
10.	Computer Program and Control Files	Retain until all electronic records
	Computer application program listing and electronic copy (source and object) and control procedures and operating system files.	created using the programs have been destroyed or converted to another program or format, then delete or destroy.
11.	Inventory Records	
	Hardware and software, manuals, and licensed software for all departments.	Retain until superceded, then destroy.

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Instructions - Prepare a separate form	ructions - Prepare a separate form CITY OF ANNAPOLIS Records Management Program		RECORDS INVENTORY		
for each new or revised record series.			PAGE OF		
1. Department	2. Division		3. Unit		
Finance	Management Info	rmation Technology			
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention an disposition purposes.					
4. Record Series Title	4. Record Series Title Control of Agreement Acros 5. Earliest Year/Latest Year 18 1984 to Present				
6. Record Series Description (Briefly describe of the series.					
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& SOTTWARE	·	·	·		
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15. Access Restrictions □ Yes ▼No (If yes, cite law(s) & regulations)		16. Audit Requirements			
		None □ State □ Federal □ Independent □ Tree □ Tree □ Independent			
17. Is an index system used? (If yes explain briefly and describe any hardware/software.) □ Yes ▼ No		18. Recommended Re			
19. Name and Title of Preparer	AUL M. T	HORN, MI	T Mgv		
20. Telephone Number 263 7945 21. Date 9-6-96					

Instructions - Prepare a separate form	CITY OF	ANNAPOLIS '	RECORDS INVENTORY	
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1. Department	2. Division		3. Unit	
Finance	Management Info	ormation Technology		
DEFINITION - RECORD SERIES - A groudisposition purposes.	ip of related records no	ormally filed and used as	s a unit for reference as well as retention and	
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Instructions - Prepare a separate form	1	ANNAPOLIS	RECORDS INVENTORY
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1. Department	2. Division		3. Unit
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19. Name and Title of Preparer	TUL M. +1	hou	
20. Telephone Number 363. 7945 21. Date 9-6-9(

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1. Department	2. Division		3. Unit
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19. Name and Title of Preparer	PALM.	THURN	
20. Telephone Number	63.7945		21. Date 9-6-96

Instructions - Prepare a separate form CITY OF ANNAPO			RECORDS INVENTORY
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1. Department	2. Division		3. Unit
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6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. BACKUP 1095, Operation 1095 & MUTES, Down time TOEORIS			
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19. Name and Title of Preparer	AUZ M. T	HORN	
20 Telephone Number	63- 7900		21 Date 9-4-9/

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Instructions - Prepare a separate form	1	ANNAPOLIS	RECORDS INVENTORY
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1. Department	2. Division		3. Unit
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19. Name and Title of Preparer	FUL M.	THORN	
20. Telephone Number 263	7945		21. Date 9-6-95

Instructions - Prepare a separate form			RECORDS INVENTORY
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1. Department	2. Division		3. Unit
Finance	Management Info	ormation Technology	
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19. Name and Title of Preparer	PAUL M.	THORN	
20. Telephone Number 25. 79.45 21. Date 9-6-96			

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<u>Instructions</u> - Prepare a separate form for each new or revised record series.	n CITY OF ANNAPOLIS Records Management Program		RECORDS INVENTORY	
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1. Department	2. Division		3. Unit	
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15. Access Restrictions □ Yes		16. Audit Requirements ▼ None □ State □ Federal □ Independent		
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19. Name and Title of Preparer				
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Instructions - Prepare a separate form CITY OF ANNAPOLIS for each new or revised record series. Records Management Program			RECORDS INVENTORY
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17. Is an index system used? (If yes expladescribe any hardware/software.) ☐ Yes			etention long as Admin. Hum clast Rey
19. Name and Title of Preparer	SAUL M.	THORN	
20. Telephone Number	763-	7945	21. Date 9-6-96

Instructions - Prepare a separate form	CITY OF ANNAPOLIS Records Management Program		RECORDS INVENTORY
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1. Department	2. Division		3. Unit
Finance	Management Info	ormation Technology	
DEFINITION - RECORD SERIES - A groudisposition purposes.	p of related records no	ormally filed and used as	a unit for reference as well as retention and
4. Record Series Title HARDWARE/SOFTWARE PROBLEM REPORT		5. Earliest Year/Latest Year	
6. Record Series Description (Briefly describe of the series.	the types of information	on/documents/forms found DESCREPTEON OF PC &	in the series. Include the purpose or function MADUFRAME Complex
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19. Name and Title of Preparer	AUL M.	THURN		
20. Telephone Number	03-794	5	21. Date 9-6-96	

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1. Department	2. Division		3. Unit	
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4. Record Series Title PROCO	MPUTER PROUR	tm &	5. Earliest Year/Latest Year 1993 to present	
6. Record Series Description (Briefly describe of the series. COMPUTAR PROGRA PROCEDERS & OF	the types of information/documents LISTIN COURCE & PERSHING SYSKM	Storms town BJE	d in the series. Include the purpose or function CTCOUR COPY	
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